

ASHLEY REBECCA MILLER

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University of Hartford
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OBJECTIVE: To obtain a position in accounting utilizing strong problem solving and communication skills.

EDUCATION: **Bachelors of Science in Business Administration** May 2002
University of Hartford, West Hartford, CT

COMPUTER SKILLS: MS Word, MS Excel, MS Access, Internet Accounting Software: Solomon & Accpac

RELATED EXPERIENCE:

Extraprise Corporation, Boston, MA
Accounting Assistant (6/01-8/01)

- Audited and researched travel and expense reports to ensure accuracy and resolve problems
- Assisted in accounts payable functions
- Utilized Solomon software to accurately input information for managerial reports, accounts payable functions, and travel expense reports

Conning & Company, Hartford, CT
Accounting Assistant (3/01-5/01)

- Accurately perform accounts payable functions such as data entry, invoicing and filing
- Posted and analyzed general ledger month end journal entries
- Researched accounts payable outstanding invoices; effectively communicated with vendors to resolve problems
- Maintained and reviewed personal records for 100 employees

Hudson Heritage Federal Credit Union, Springfield MA
Financial Services Representative (6/00-8/00)

- Processed loans including credit checks
- Demonstrated excellent customer service by providing information on members accounts, balancing check books, and exploring which bank products would meet their needs
- Conducted financial transactions including deposits, loan payments, and cash advances
- Trained 10+ new employees in teller, encoding, and customer service positions

OTHER EXPERIENCE:

Structure Clothing Company, West Hartford, CT (10/99-5/00)

- Provided information regarding merchandise to customers
- Coordinated and created clothing displays
- Handled cash and charge transactions; balance cash drawer

ACTIVITIES: **University of Hartford Accounting Society**, member

University of Hartford Greek Association
Sigma Kappa, President

- Plan and coordinate philanthropy events such as volunteering in soup kitchens, working with residents in a nursing home, and Walk for Diabetes
- Manage executive board of eight and 10 committees to ensure duties are completed and to enforce policies and procedures

REFERENCE: Available Upon Request